

D R A F TCENTRAL INTELLIGENCE GROUP
Washington, D. C.MEMORANDUM
NUMBER

21 July 1947

SUBJECT: Establishment of a Property Survey Board

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED1. Establishment

There is hereby established a Property Survey Board, to be composed of three members, one of whom will be designated Chairman. The permanent members of the Board will be the Chief, Property Control Division, Assistant General Counsel; and the Executive for Inspections and Security, who is hereby designated Chairman.

2. Authority

The Property Survey Board is hereby authorized to:

- (a) Render final determination with respect to the pecuniary liability of, or the relief from responsibility with respect to any employee of CIG in connection with the loss, damage, destruction, or theft of public property.
- (b) Authorize disposition or destruction of unserviceable and obsolete property in the custody of CIG.

3. Survey Reports

The Property Survey Board will:

- (a) Require that a complete notarized statement be prepared by the responsible individual or individuals on property Survey Report, Form No. 36-18, in all cases of loss, damage, destruction, or theft of public property in the custody of CIG. The Property Survey Board may direct an investigating officer to initiate a Survey Report.
- (b) Review property Survey Reports and all supplemental data, such as affidavits, exhibits, etc., pertaining thereto.
- (c) Review the findings and recommendations of the investigating officer relative to the circumstances surrounding the loss, damage, destruction, or theft of public property.
- (d) Require the submission of additional information by the responsible individual or the investigating officer when available evidence is insufficient.

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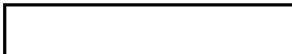
- (e) Afford the responsible individual an opportunity to examine all available evidence and to include any additional statements he may desire to make in his behalf.
- (f) Render a final decision, based on the information and factual data presented, with respect to the pecuniary liability of, or relief from responsibility of, the individual or individuals concerned. Such action will be in accordance with current property regulations of the Central Intelligence Group. When pecuniary liability is established against an individual, the Property Survey Board's decision may be appealed to the Director of Central Intelligence for review. Such an appeal, if made, must be in writing and submitted through the Property Survey Board within 30 days after receipt unless otherwise specified.
- (g) Maintain pertinent records of all Property Survey Board proceedings.
- (h) Advise the responsible individual or individuals, the Property Control Division, and others directly concerned of the Property Survey Board's decision.

4. Unserviceable and Obsolete Property

The Property Survey Board will:

- (a) Review and investigate all requests for disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government without fault or neglect on the part of any individual or individuals.
- (b) Authorize ultimate disposition of unserviceable and obsolete property and relieve the individual or individuals concerned of accountability and/or responsibility therefor.
- (c) Request the initiation of a Survey Report by the accountable and/or responsible individual in all cases where property is worn out or rendered unserviceable and/or obsolete through fault or neglect.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

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CENTRAL INTELLIGENCE GROUP
C.I.G. ADMINISTRATIVE ORDER NO.
RULES GOVERNING PROCUREMENT

The following regulations shall henceforth govern Central Intelligence Group's procurement policy and procedure.

I. AUTHORITY

The Chief, Services Division, shall act, unless the Director, Central Intelligence Group, shall otherwise authorize in writing, as the sole contracting activity for Central Intelligence Group, for all types and kinds of things and services necessary, appropriate, or convenient for the operation of said Intelligence Group, whether the procurement be accomplished on vouchered or unvouchered funds. Any commitment attempted by persons, other than the Chief, Services Division, may be invalid and neither recognized nor acknowledged by appropriate authority.

II. CLASSIFICATION OF PROCUREMENT

A. Office Supplies

To facilitate the issuance of administrative office supplies and forms, and to eliminate the maintenance of individual stock by branches, there has been established in the [] Services Division, a sufficient stock of said supplies. The items in stock are reflected on the Central Intelligence Group Office Supply Catalog which should be used in requisitioning office supplies in order that the appropriate nomenclature, stock numbers, units available, etc., be adhered to. Improper identification of items, resulting from the nonuse of the catalog, will only result in unnecessary delay.

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B. Office Equipment

An adequate stock of generally used standard office equipment is carried by Services Division, []
[] A Catalog of Office Equipment has been prepared and the principles applicable to paragraph II A should likewise govern requisitioning of office

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equipment. The principles applicable above should likewise govern the requisitioning of office equipment.

C. Equipment, Supplies, (other than II A and II B) & Services

Requests for items not covered by paragraph II A and II B shall, when possible, make reference to a manufacturer's catalog and/or model number, or other identifying numbers, to permit ready identification of the item desired.

If it is impossible for the requisitioning office to properly identify the item desired and no description or reference to the manufacturer's make and/or model number is available, sketches, drawings, or consultations with the Services Division, Supply Section, and procurement specialists are suggested.

25X1X8 With regard to services, all available conditions governing the [redacted] of services should be expressed. If certain service requires the execution of a contractual document further discussions may be required by the Services Division, [redacted] for the purpose of formally covering the obligations and rights of the respective parties. 25X1

D. Building Maintenance, Repairs, Services, etc.

Services Division, [redacted] is also equipped to handle all requests for building maintenance, alterations, repairs, services, moving, etc. Requests therefor shall be placed on standard requisition Form No. 1110. STATINTL

E. Reproduction (Photostating, mimeographing, printing & etc.)

Requests for reproduction of any kind shall be prepared on Form No. 17, in duplicate, and forwarded to the Reproduction Section, Services Division. On receipt thereof, a copy will be numbered and returned to the requisitioning office.

III. ACQUISITION DOCUMENTS

A. Requisition

1. Form No. 1110 shall be used in each instance where the preceding paragraphs prescribe requisitions.

2. (a) In the space "Date" in the upper right hand corner, the actual date of preparation of the requisition shall be inserted.

- (b) "Delivery To" should indicate the name and address of the individual to which delivery called for on the requisition is to be made.
- (c) "Charge Allotment" should bear the symbol assigned by the Budget Division to the Branch concerned.
- (d) The Branch Supply Officer shall sign the original of each requisition which requisition shall be submitted in quintuplicate. Only the Branch Supply Officer is authorized to submit requisitions for supplies, equipment, and/or services.
- (e) The space provided for approving officer shall be left blank for the use of the Chief, Services Division, or his authorized designee.
- (f) Additional Requisitioning Instructions
 - (1) Whenever possible, those items which are to be procured from one source should be restricted to one requisition.
 - (2) Requisitions should state whether items
 - (3) All requisitions should be submitted as far in advance of requirements as circumstances permit in order to allow the Chief, Services Division as much time as possible to effect the supply through the supply activities of the Government or such other sources as may be required.
 - (4) Requisitions for monthly established supplies must be submitted not later than the 20th of the month prior to that for which the supplies are required.
 - (5) Requisitions should not include a request for any two of the following; materials, labor, office moves, repairs, and telephone services.

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B. Property Transfer Actions

Standard Form _____ entitled "Property Transfer Action" shall be used by the Services Division, for the use of responsible officers in the following nonexpendable property actions; (a) movement of property, (b) return of surplus property to stock (c) transfer of property between responsible and/or accountable officers, and (d) loans between responsible officers.

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The above form, including the "Release Certificate" contained therein, will be executed in quintuplicate by the responsible officer initiating the action and returned to the [redacted] Services Division.

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C. Purchase Orders

Purchase Order Form No. [redacted] is prescribed for use in the procurement of materials and services from commercial and/or other sources, unless some other form is specifically provided. Purchase Orders will be ordinarily used in cases where payment for material and services is to be made in a single remittance and the amount involved is less than \$2000.00 and will be signed by an authorized purchasing officer.

D. Contracts

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In cases where payment for materials and/or services rendered is to be made in more than one remittance, where the amount involved is \$2,000.00 or more, the procurement will be reflected by reducing said agreement to contractual form. The form to be followed will favor in accordance with the circumstances and subject matter of the contract.

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E. Overseas Cable Requests from Overt Missions

1. Originating Documents

Requests for supplies and/or equipment from overseas sources ordinarily originate by cable or pouch letter to Central Intelligence Headquarters.

2. Coordination of Requests by Services Division & Branch Concerned.

Upon receipt of cable or pouch letter, it is the responsibility of the Chief, Services Division to initiate steps to accomplish procurement, the procurement having been coordinated and screened.

in conjunction with the Branch or Office concerned.

3. Preparation of Requisition (Form 1110)

- (a) On receipt of a cable, it is the responsibility of the Chief, Services Division, to reduce the request to requisition form and to place same in the appropriate procurement channels. Arrangement for cargo shipment, marking, delivery, etc., will be made by the Services Division. Information copies will be forwarded to the Branch where required.
- (b) Pouch letters containing the requests which have been approved in accordance with Paragraph 2 hereof, will be forwarded to Services Division and reduced to requisition form in accordance with Paragraph 3 (a) hereof.

where pouch letters also contain information peculiar to the operations of the Branch concerned, the matters pertaining to procurement should be abstracted therefrom and reduced to requisition in accordance with procedure prescribed in Paragraph III A.

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C.

FORECAST OF REQUIREMENTS

The Chief of each Mission shall prepare a forecast of all his requirements on a quarterly basis (other than bargaining goods), and shall forward these requirements to Central Intelligence Group Headquarters, Washington.

Said requirements shall be prepared three months in advance of the actual need therefor. Said requirements will be screened in Central Intelligence Group Headquarters, Washington, and will be forwarded to Services Division for procurement action and shipment upon a determination of the acceptability thereof. Any special or peculiar method required in the processing of the procurement or shipping should be duly stated at the time of submission of the requirements.

VI. TRANSPORTATION

A. Cargo Shipments

overseas cargo shipments for office supplies, equipment, and other materials, will be governed by the following procedure.

(a) Supplies, Equipment and/or Materials

- (1) Fill out Form No. 1110 in sextuplicate, with all pertinent data, including destination, number and date of pouch letter, cable number and date, and forward same to Services Division, [redacted]
- (2) On receipt of the completed Form No. 1110, arrangements will be made by the Services Division, to procure and/or ship the subject matter of the requisition. Information copies will be returned to the Branch concerned where required.

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2. Personal Effects

When making shipments of personal effects, one copy of Form No. 1139 and two copies of Form No. 1139 (j) should be forwarded direct to Chief, [redacted] Services Division.

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B. Transportation of Personnel

It is the understanding of the writer that the presently constituted Procedures Office has covered this subject matter in conjunction with Finance Division and Special Funds and that the draft of the proposed order, including among other things, reference to allocation of funds, etc. Accordingly, the writer has not seen fit to cover this subject inasmuch as virtual approval is assumed.

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OSS Form 1156 (2961)

OFFICE OF STRATEGIC SERVICES
REGISTRY OFFICE

Date 10-11-46 Time 1310
(Picked up)

To [redacted] Br. Sec

From [redacted] Br. PTS

Envelope or Enclosure 1 Procedures

Received by _____

Courier [Signature] Trip # _____ Time _____
(Received)

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO.

RULES GOVERNING PROCUREMENT

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II. CLASSIFICATION OF PROCUREMENT

A. Office Supplies

To facilitate the issuance of administrative office supplies and forms, and to eliminate the maintenance of individual stock by branches, there has been established in the [] Services Division, a sufficient stock of said supplies. The items in stock are reflected on the Central Intelligence Group Office Supply Catalog which should be used in requisitioning office supplies in order that the appropriate nomenclature, stock numbers, units available, etc., be adhered to. Improper identification of items, resulting from the nonuse of the catalog, will only result in unnecessary delay.

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B. Office Equipment

An adequate stock of generally used standard office equipment is carried by Services Division, []
[] A Catalog of Office Equipment has been prepared and the principles applicable in paragraph II A should likewise govern requests for office

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- (b) "Delivery To" should indicate the name and address of the individual to which delivery called for on the requisition is to be made.
- (c) "Charge Allotment" should bear the symbol assigned by the Budget Division to the Branch concerned.
- (d) The Branch Supply Officer shall sign the original of each requisition which requisition shall be submitted in quintuplicate. Only the Branch Supply Officer is authorized to submit requisitions for supplies, equipment, and/or services.
- (e) The space provided for approving officer shall be left blank for the use of the Chief, Services Division, or his authorized designee.
- (f) Additional Requisitioning Instructions
 - (1) Whenever possible, those items which are to be procured from one source should be restricted to one requisition.
 - (2) Requisitions should state whether items
 - (3) All requisitions should be submitted as far in advance of requirements as circumstances permit in order to allow the Chief, Services Division as much time as possible to effect the supply through the supply activities of the Government or such other sources as may be required.
 - (4) Requisitions for monthly established supplies must be submitted not later than the 20th of the month prior to that for which the supplies are required.
 - (5) Requisitions should not include a request for any two of the following; materials, labor, office moves, repairs, and telephone services.

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B. Property Transfer Actions

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Standard Form _____ entitled "Property Transfer Action" shall be used by the Services Division, for the use of responsible officers in the following nonexpendable property actions; (a) movement of property, (b) return of surplus property to stock (c) transfer of property between responsible and/or accountable officers, and (d) loans between responsible officers.

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in conjunction with the Branch or Office concerned.

3. Preparation of Requisition (Form 1110)

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- (b) Pouch letters containing the requests which have been approved in accordance with Paragraph 2 hereof, will be forwarded to Services Division and reduced to requisition form in accordance with Paragraph 3 (a) hereof.

Where pouch letters also contain information peculiar to the operations of the Branch concerned, the matters pertaining to procurement should be abstracted therefrom and reduced to requisition in accordance with procedure prescribed in Paragraph III A.

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V. FORECAST OF REQUIREMENTS

The Chief of each Mission shall prepare a forecast of all his requirements on a quarterly basis (other than bargaining goods), and shall forward these requirements to Central Intelligence Group Headquarters, Washington.

Said requirements shall be prepared three months in advance of the actual need therefor. Said requirements will be screened in Central Intelligence Group Headquarters, Washington, and will be forwarded to Services Division for procurement action and shipment upon a determination of acceptability thereof. Any special or peculiar method required in the processing of the procurement or shipping should be duly stated at the time of submission of the requirements.

VI. TRANSPORTATION

A. Cargo Shipments

1. All Branches or Divisions originating

overseas cargo shipments for office supplies, equipment, and other materials, will be governed by the following procedure.

(a) Supplies, Equipment and/or Materials

- (1) Fill out Form No. 1110 in sextuplicate, with all pertinent data, including destination, number and date of pouch letter, cable number and date, and forward same to Services Division, Supply Section.
- (2) On receipt of the completed Form No. 1110, arrangements will be made by the Services Division, to procure and/or ship the subject matter of the requisition. Information copies will be returned to the Branch concerned where required.

2. Personal Effects

When making shipments of personal effects, one copy of Form No. 1139 and two copies of Form No. 1139 (j) should be forwarded direct to Chief, [redacted] Services Division.

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c. Transportation of Personnel

It is the understanding of the writer that the presently constituted Procedures Office has covered this subject matter in conjunction with Finance Division and Special Funds and that the draft of the proposed order, including among other things, reference to allocation of funds, etc. Accordingly, the writer has not seen fit to cover this subject inasmuch as virtual approval is assumed.

SERVICES DIVISION

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PROCUREMENT BULLETIN [] - STANDARD PROCUREMENT PROCEDURE FOR
CENTRAL INTELLIGENCE HEADQUARTERS

1. CLASSIFICATION OF PROCUREMENT

A. Administrative Office Supplies

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To facilitate the issuance of administrative office supplies and forms and to eliminate the maintenance of individual stock by branches, there has been established in the [] Service Division, a sufficient stock of subject supplies.

The Catalog should be used in requisitioning administrative office supplies in order that the appropriate nomenclature, stock numbers, units available, etc., be adhered to. Improper identification of items, resulting from the nonuse of the catalog, will only result in unnecessary delay.

B. Administrative Office Equipment

An adequate stock of generally used standard office equipment is carried by Services Division, [] A STATINTL catalog of office equipment has been prepared and the principles applicable in Paragraph 1. A. should likewise govern the request of office equipment. The principles applicable above should likewise govern the requisitions of office equipment.

C. Equipment, Supplies, etc., Other than 1 A and 1 B.

Requests for items not covered by paragraphs 1 A and 1 B shall, when possible, make reference to a manufacturer's catalog and/or model number, or other identifying numbers, []

If it is impossible for the requisitioning office to properly identify the item desired and no description or reference to the manufacturer's make and/or model number is available, sketches, drawings, or consultations with the Services Division, [] and procure-STATINTL ment specialists are suggested.

With regard to services, all available conditions governing the redemption of services should be expressed. If certain service requires the execution of a contractual document further discussions may be required by the Services Division, [] for the purpose of formally covering the obligations and rights of the respective parties.

D. Building Maintenance, Repairs, and Services.

Services Division, [] is equipped to handle STATINTL all requests for building maintenance, alterations, repairs, and services. Requests therefore, should be placed on the standard requisition, Form No. 1110.

F. Overseas Requests

Due to the specialized character of this procurement, a separate procurement Bulletin will be issued.

2. ACQUISITION DOCUMENTS

A. Requisition

1. Form No. 1110 shall be used in each instance where the preceding paragraphs prescribes requisitions.
 - (a)
2. /In the space "Date" in the upper right hand corner, the actual date of preparation of the requisition shall be inserted.
 - (b). "Delivery To" should indicate the name and address of the individual to which delivery called for on the requisition is to be made.
 - (c) "Charge Allotment" should bear the symbol assigned by the Budget Division to the Branch concerned.
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 - (e) The space provided for approving officer shall be left blank for the use of the Chief, Services Division, or his authorized designee.
 - (f) Additional Requisitioning Instructions.
 - (1) Whenever possible, those items which are to be procured from one source should be restricted to one requisition.
 - (2) Requisitions should state whether items are to be used in the Zone of Interior or overseas.
 - (3) All requisitions should be submitted as far in advance of requirements as circumstances

permit in order to allow the Chief, Services Division as much time as possible to effect the supply through the supply activities of the Government or such other sources as may be required.

4. Requisitions for monthly established supplies must be submitted not later than the 20th of the month prior to that for which the supplies are required.
5. Requisitions should not include a request for any two of the following; materials, labor, office moves, repairs, and communication services (?).

B. Property Transfer Actions

1. Standard Form _____ entitled "Property Transfer Action" shall be used by the Services Division, for the use of accountable officers in the following nonexpendable property actions; (a) movement of property, (b) return of surplus property to stock (c) transfer of property between accountable officers, and (d) loans between accountable officer.

The above form, including the "Release Certificate" contained therein, will be executed in quintuplicate by the accountable officer initiating the action and returned to the Services Division.

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